



Business Gateway
Governance Board Meeting Notes
August 4, 2005



Meeting Logistics

Location and Time:

- 2nd Floor, Eisenhower Conference Room, 10:30 a.m. – 12:00 p.m.

Purpose:

- Obtain consensus on Business Gateway's \$7.89 million budget for FY '07
- Vote on the allocation model (Three-Criteria Model or Five-Criteria Model)

Expected Outcomes:

- Decision for \$7.89 million budget for FY '07
- Agreement on funding allocation model

Agenda

- Welcome and introduction
- Business.gov activities and timeline
- Budget and funding model discussion/vote
- Q & A and next steps

Meeting Summary

The BG PMO discussed the benefits that the Business Gateway project would have for business and for Federal Agencies. The PMO handed out the project timeline and a detailed spend plan, and then discussed each "lane" of the project: Content Management, Compliance Assistance, Forms Catalog, and Data Harmonization. The meeting concluded with the representatives to the Governance Board voting on whether to fund the BG project with the "Three-Criteria Model" or the "Five-Criteria Model."

Key Outcome

- Agencies vote 16-0 to use the "Five Criteria Model" to fund Business Gateway's \$7.89 million budget for FY 07.

Business Gateway Benefits

Shivani Desai, Business Gateway's new Program Manager, began by detailing the benefits that the Business Gateway Initiative will have—both for businesses and for Federal Agencies. Businesses will be able to find forms in one location and will be able to understand how to comply with Federal regulations more easily. In doing so, they will save both time and money. Regarding the Federal Agencies, Business Gateway will help the agencies comply with the Small Business Paperwork Relief Act (SBPRA), the Government Paperwork Elimination Act (GPEA), and the Paperwork Reduction Act, and will save the agencies time and money in data collection. Steve Galvan (Deputy Administrator at SBA) thanked the partner agencies for their collaboration on this important initiative.

Cheryl Mills (ADA for Entrepreneurial Development at SBA) spoke briefly about how the Business Gateway Initiative will help entrepreneurs—particularly men and women starting small businesses. These small businesses create more new jobs than any other size company, but often their proprietors are intimidated by the size of the government with all of the rules and regulations. It is important that the Federal Government meet their needs by providing one-stop shopping.

Business.gov Activities

- **Content Management**

The PMO provided a brief overview of the short-term, mid-term, and long-term goals for this aspect of the project (details are in the meeting presentation and BG binder). Concerns were raised that Business.gov not take away from or duplicate the role of the FirstGov.gov website. The PMO responded by explaining that the content of Business.gov is different from that of the FirstGov.gov website. The PMO further explained that the Business Gateway team is working with the FirstGov team to make sure each site remains distinctive.

Has the Business Gateway team purchased a content management tool yet? No. Agencies such as USDA and SBA have recently purchased Stellant Content Management Software, but BG is still weighing different alternatives and will make a decision in the coming months. Agencies requested to be included in Business Gateway's decision on the CMS. Agencies also requested to see Business Gateway's research on CMS. PMO will provide the analysis.

- **Compliance Assistance:**

The PMO provided a brief overview of the short-term, mid-term, and long-term goals for this aspect of the project (details are in the meeting presentation and BG binder). The PMO defined Standards for Green (see BG binder) to assist partner agencies with their PMA implementation milestones. Q4 FY 05 milestones include providing access to online compliance tools; the PMO will provide a template to help agencies achieve "Green."

- **Forms Catalog**

The PMO provided a brief overview of the short-term, mid-term, and long-term goals for this aspect of the project (details are in the meeting presentation and BG binder). The PMO explained that ROCIS, OMB's system for approving regulation and ICRs, is being built to have an xml interface to reduce the disparate and "rogue" forms that may exist. The Forms Catalog will integrate with ROCIS by the end of FY 06. One agency noted that BG could also help agencies fulfill requirements set forth in the Thompson Report. BG will look into this possibility.

- **Data Harmonization**

The PMO provided a brief overview of the short-term, mid-term, and long-term goals for this aspect of the project (details are in the meeting presentation and BG binder).

Why not pursue a horizontal approach rather than more vertical projects like the Surface Coal Mining Vertical? The Surface Coal Mining Vertical taught BG many useful lessons. The surface coal mining industry is a highly standardized industry, in which almost all of the coal companies must deliver very similar data to the government. Because of the "tightness" of this industry, they have profited greatly from BG's data harmonization pilot. BG is focusing first on highly burdened industries, such as the surface coal mining industry, in which the government agencies require similar information. BG intends to apply the framework and lessons learned from the Surface Coal Mining Vertical methodically to branch out to other highly burdened industries, rather than just creating other verticals ad hoc. In so doing, BG will also identify common data elements that can be streamlined on a more horizontal basis (across industries, compliance issues, etc...).

Has BG considered creating an official repository for collecting information about businesses that all the agencies could access? BG is exploring this option, but BG is cautious because of the significant security and privacy issues associated with such a central database.

- **Forms Processing**

BG will not be funding Forms Processing efforts moving forward. After conducting an alternatives analysis, OMB and BG decided it would be impractical to pursue centralized forms processing.

FY 07: Budget and Funding Model

What is driving the question about changing the model? Are we going to revisit this every year? BG investigated other funding models at the request of the Advisory Group and decided that the Five-Criteria and the Three-Criteria models best represented BG's mission and goals. These two models will be voted on during the meeting. BG will revisit the funding model again when deciding the budget for FY 08, because at that time BG will have achieved a steady state and will be moving towards a fee-for-service model. Since BG will need to define criteria for FY 08 in FY 06 but will not have documented data until implementation is completed in FY 07, developing the proper algorithm will be a challenge. BG will address this challenge by obtaining as much documented data as possible and validating it with already published data.

When we will Business Gateway start the MOU process? Recognizing the length of the MOU process, the PMO will send MOUs to agencies as soon as possible, so that agencies can process them once appropriations are signed. BG will send out MOUs right after the appropriations are signed.

Funding Model Discussion and Vote

There are two Funding Model options based on the same criteria, listed below:

1. Agency discretionary budget
2. Number of forms currently in the Forms Catalog
3. Total Information Collection Requests (ICR)
4. Total Annual Number of Respondents to those ICRs
5. Total Burden Hours created by those responses

One model weights all five criteria equally ("Five-Criteria Model"). The other model weights the burden criteria together, creating three factors ("Three-Criteria Model"):

1. Agency Discretionary Budget
2. Number of forms currently in the Forms Catalog
3. Composite Burden on Business (average of ICRs, Respondents, and Burden Hours)

Business Gateway Initiative Funding Allocation Model Options for FY 07:				
Agency	Five-Criteria Model	Three-Criteria Model	Model A: Five-Criteria	Model B: Three-Criteria
Department of Agriculture	\$ 720,767	\$ 720,767	x	
Department of Commerce	\$ 328,817	\$ 328,817	absent	
Department of Defense	\$ 328,817	\$ 328,817	absent	
Department of Education	\$ 328,817	\$ 328,817	x	
Department of Energy	\$ 131,527	\$ 131,527	x	
Dept. of Health and Human Services	\$ 720,767	\$ 720,767	x	
Department of Homeland Security	\$ 720,767	\$ 720,767	absent	
Dept. of Housing and Urban Dev.	\$ 328,817	\$ 720,767	x	
Department of Interior	\$ 248,586	\$ 328,817	x	
Department of Justice	\$ 248,586	\$ 248,586	x	
Department of Labor	\$ 720,767	\$ 720,767	x	
Department of State	\$ 248,586	\$ 248,586	absent	
Department of Transportation	\$ 720,767	\$ 328,817	x	
Department of Treasury	\$ 720,767	\$ 720,767	x	
Department of Veterans Affairs	\$ 328,817	\$ 328,817	x	
Environmental Protection Agency	\$ 328,817	\$ 248,586	x	
General Services Administration	\$ 68,394	\$ 68,394	x	
National Aeronautics and Space Admin.	\$ 131,527	\$ 131,527	absent	
National Science Foundation	\$ 68,394	\$ 68,394	absent	
Office of Personnel Management	\$ 131,527	\$ 131,527	x	
Small Business Administration	\$ 68,394	\$ 68,394	x	
Social Security Administration	\$ 248,586	\$ 248,586	x	
Total	\$ 7,891,610	\$ 7,891,610		
Additional Small Business Administration	\$ 500,000	\$ 500,000		

Source of Data: OMB (<http://www.whitehouse.gov/omb/library/OMBINV.LIST.OF.AGENCIES.html>)

Budgets used are discretionary budgets from FY 05

<http://www.whitehouse.gov/omb/budget/fy2005/tables.html>

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Next Steps

The Business Gateway PMO will update the OMB Exhibit 300 and send it to the agencies shortly. Recognizing that this is very short notice, the PMO asks that agencies review and return the OMB Exhibit 300 in an expedited manner. The PMO is working to distribute the revised 300 to the partners by August 10th for the PMO to submit it to internal SBA CPIC processes by August 17th. See table below for concrete dates:

The table below summarizes action items from the meeting:

Action Item List			
#	Description	Owner	Date
1	Send out notes from Governance Board meeting of 08-04-2005	BG PMO	08/05/2005
2	Meet with EPA to discuss ways in which Business Gateway can help agencies fulfill Thompson Report requirements.	BG PMO	TBD
3	Send MOUs to agencies	BG PMO	08/30/2005
4	Make content management system research available to participating agencies	BG PMO	09/14/05(next Advisory Group meeting)
5	Send out the revised Standards for Green and associated Template for Q4 FY05 E-Gov Implementation Plan Milestones	BG PMO	08/05/2005

ATTENDANCE:

Facilitators:

- Shivani Desai, SBA
- Franklyn Matthews, BG PMO

Knowledge Agent(s):

- Brad Pantuck, BG PMO

Participants:

- Mary Mitchell, GSA
- John Sindelar, GSA
- Keith Thurston, GSA
- Bruce Borzino, GSA
- Dan Matthews, DOT
- Nancy Sternberg (for Chris Niedermayer), USDA
- Dave Thompson, OPM
- Carol Campbell (for Tom Hughes), SSA
- Constance Downs, EPA
- Kim Nelson, EPA
- Seema Qadri (for Neil Sattler), Education
- Lawrence Gross, Treasury
- Charlie Havekost, HHS
- Justin Van Epps, SBA
- Laura Fox, SBA
- Charles McClam, SBA
- Stephen Galvan, SBA
- Cheryl Mills, SBA
- Joyce Hardy, SBA
- Mardel Hall, SBA/BG PMO
- Adjoa Oriyomi, SBA/BG PMO
- Cameron Hogan, BG PMO
- Charles Bram, BG PMO
- Jiyoun Chung, BG PMO

- Tim Wang, OMB
- Jody Wharton, SBA
- Barbara Bingham, DOL
- Kenneth Chason (for Daniel Metcalfe and Melanie Pustay), DOJ
- Kimberly Nelson, EPA
- Donna Eden, HUD

Dial-in Participants:

- Phyllis Gattos, IRS
- Jeannine LaFayette, VA
- Rosalie Jordan, DOE
- Eldrich Frazier, DOI